



Iowa Judicial Branch Building | Building Policies
Approved by the Iowa State Court Administrator
1111 East Court Avenue, Des Moines, Iowa

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A. Introduction

The following policies are intended to regulate and guide the conduct of court personnel and the public inside the Judicial Branch Building and on the building site. The policies address health and sanitation, use of the facilities, security, parking, solicitations, and emergencies. These policies are to be considered in conjunction with any related policies contained in the Judicial Branch Personnel Manual or Court Rules. The Judicial Branch reserves the right to modify or terminate any provisions at any time.

B. Use of Facilities and Grounds

General Policies

The purpose of the judicial branch building is to facilitate the fair and effective administration of justice. The building is open to the public during regular business hours for the purpose of conducting court business and other activities compatible with the orderly administration, dignity, and security of the courts.

The judicial branch building, the grounds adjacent to the building, including the plaza, and parking lots nearby are not public forums for private use. The judicial branch reserves the right to restrict private activities in the building and on its adjoining grounds to ensure the administration of justice at all stages is free from disruption, interference, and undue influence, and to ensure the safety and security of persons inside the building. Use of the building and its adjoining grounds are subject to the following restrictions and exceptions.

Access to the building and adjacent parking lots and the building vestibule, rotunda, adjacent corridors, and public lobbies, shall remain open and unobstructed at all times so people may conduct court business without interference.

Activities such as demonstrations, rallies, news conferences and other public gatherings shall be confined to the lower terrace on the north end of the building plaza and the public sidewalk adjacent to Court Avenue.

Placards, signs, banners and posters are prohibited in the building except when authorized by the state court administrator in conjunction with court-sponsored or court-approved meetings, events and functions.

Clothing, buttons, armbands and other items that display or express political views or a biased viewpoint about a case or an issue involved in a case pending before the supreme court or the court of appeals are prohibited in the building while either court is in session.

Pursuant to state law smoking is prohibited inside the building and on the grounds. In addition, it is the policy of the judicial branch that all tobacco products are prohibited in the building and on the grounds.

Rotunda

The state court administrator may authorize use of the rotunda for activities and events sponsored by the judicial branch. All activities and events must comply with fire, health, and safety regulations. Food and drink are strictly prohibited in the rotunda, adjacent corridors and public lobbies.

Light Court

During regular business hours, use of the light court is limited to use by judicial branch personnel, including members of judicial branch committees, commissions and boards, as a break area. In consideration of others, persons using the light court shall keep noise levels to a minimum. From 7 a.m. to 5 p.m. on workdays, cell phones, radios, CD and tape players, and meetings are prohibited in the light court. However, the state court administrator may authorize use of the light court for building-wide office social functions and other special events.

Art and Wall Decoration

Paintings, prints, posters, certificates, and photographs may be displayed on the walls of private offices only if the item is installed under the direction of the facilities director. No material of any kind shall be attached directly to the fabric-covered walls of workstations. However, materials may be attached to bulletin boards or tack boards inside workstations if the bulletin boards or tack boards are installed under the direction of the facilities director.

Care of Marble Floors

To protect the marble floors in the rotunda and public corridors from damage, carts, dollies, and other types of equipment used for transporting heavy loads must have inflatable rubber tires and be approved by the facilities director. Loads over 30 pounds are not allowed in these areas except under the supervision of the facilities director. Luggage carts with small loads are allowed. Shoes with spikes are prohibited.

Bulletin Boards

Notices, leaflets, posters, or other printed materials shall not be posted inside the building except in designated locations. A bulletin board is located on each floor and room #257(vending area near the main kitchen) for the purpose of posting permissible notices such as SEHARC activities, garage sales, office parties or picnics, or the sale of property.

A main bulletin board for posting required official notices is located in room #257.

Conference Rooms and ICN/Training Room: Scheduling

The state court administrator's office is responsible for scheduling the conference center, and rooms 158, 216 and 274. Conference room 32 is for the use of ICIS. Conference room 155 is for the use of the ethics office. The conference rooms on the 3rd and 4th floors are for the exclusive use of the court of appeals and supreme court, respectively. Rooms 316 and 416 may be used for meetings when the court located on the floor is not in session and if that court approves the use.

Conference Center

The conference center (auditorium and rooms 116 and 165) is available for use by building occupants, Judicial Branch committees, commissions, and boards, the Judicial Council, the State Judicial Nominating Commission, the Judicial Qualifications Commission, and state agencies, boards, and commissions, for purposes commensurate with the dignity, business, and security of the courts. All groups using the conference center must comply with the following rules:

- A group seeking to use the conference center must submit a request to the state court administrator. The group must provide the state court administrator with information about (1) the space being requested, (2) the date and time of the intended use, (3) the number of people attending the meeting or activity, (4) the purpose of the requested use, (5) whether food and beverages will be served and consumed in the space, (6) the name and address of a contact person.
- Meetings of Judicial Branch committees, boards, commissions, the State Judicial Nominating Commission, and the Judicial Qualifications Commission have priority over meetings of state agencies. State agencies may reserve the facilities no more than thirty-days in advance of the use.
- The conference center is available for use during regular business hours — of 8 a.m. to 4:30 p.m. — unless a group receives prior written approval from the state court administrator to use the facility after hours.
- Any group requesting use of the space after hours must make financial arrangements in advance for the cost of providing security as arranged by the state court administrator's office.

- Activities that disrupt court business or pose a threat to the health and safety of others are prohibited. Use of the facility must be commensurate with the dignity of the courts. The Judicial Branch reserves the right to refuse to allow use of the facilities or to cancel approved uses of the facilities at anytime, if the state court administrator believes the use would disrupt state business, pose a threat to the health, safety or welfare of others, or be inconsistent with the dignity of the courts.
- The use of the facility or grounds will not be permitted if it is anticipated that the use would result in increased costs to the Judicial Branch.
- The group using the conference center must maintain the condition of the space, including the common areas of the building, clean up and properly dispose of garbage and litter, and return the space to the condition existing prior to use. If the group does not return the space to the condition it was in prior to its use, the Judicial Branch may charge the user for the actual cost of restoring the space plus a fee, and prohibit the group responsible from further use of the facility.
- Designated person(s) responsible for supervising the event must check in at security prior to the event, be present for setup and cleanup as well as for the duration of the event.
- Smoking and other uses of tobacco products are prohibited throughout the building and on the grounds.
- No posters, stickers, signs, banners, or materials of any kind may be attached to the interior or exterior of the building or to any furnishings.
- Flammable materials are prohibited. The burning of candles is prohibited.
- Food and beverages at meetings in rooms 116 and 165 are allowed if the group receives prior written approval of the state court administrator. Alcohol is prohibited.

Group Tours and Public Education Programs

Group tours of the public areas of the building and public education programs are available on a prearranged basis. If available, the conference center, including the auditorium, may be used in conjunction with prearranged group tours and public education programs. Tours scheduled for after business hours require a fee to cover the costs incurred by the Judicial Branch for additional staff and security. Groups must comply with the rules regulating the use of the conference center and applicable building policies.

Wedding Ceremonies

Wedding ceremonies are permitted only if performed by a member of the Iowa Supreme Court or the Iowa Court of Appeals. Decorations, candles, confetti, and rice are prohibited. Music is allowed, but only after regular business hours. Groups must comply with the rules regulating the use of the conference center and applicable building policies. Wedding receptions are prohibited.

Courtrooms

All persons attending a session of court shall be quiet and conduct themselves in an orderly manner respectful of others. Anyone who behaves in an unruly manner may be removed from the building. All persons in the courtroom except court personnel, lawyers arguing before the court and other authorized personnel shall remain behind the bar.

In addition to the usual business of the appellate courts, the courtrooms may be used for official court functions such as retirements and investitures, law-related activities such as moot court competitions and

administering the oath of office to lawyers, law-related education programs, and wedding ceremonies. Each court has the discretion to determine how its courtroom will be used within these parameters. Each court will be responsible for authorizing and scheduling the use of its courtroom. Groups must comply with the rules regulating the use of the conference center and applicable building policies.

C. Security

Building Security Overview

The judicial building is designed with high priority given to a secure place to work and to conduct the business of the courts. The building design incorporates two separate circulation zones: a public zone and an office zone. Most areas located in the front wing of the building including the rotunda, front corridors, conference center, clerks' reception area, ethics board reception area, state court administrator's reception area, court reception areas, attorney preparation rooms, and court rooms, comprise the public zone. The office zone is located in the south wing of the building. Access to the office zone is restricted to persons who work in the building and authorized guests.

Entry to the building is limited to the main entrance on the north wing. The entry vestibule includes a security checkpoint with a magnetometer and an x-ray screening machine operated by security officers.

Access to the office zone is electronically and key controlled. Electronic card readers control access into and within the office zone. During regular business hours, people who work in the building have free access to most areas within the office zone. After hours and on days when the building is closed, movement within the office zone is restricted. Most people who work in the building have after-hours access to their floor, the light court and vending room only.

The building is equipped with closed circuit cameras located throughout the building. The cameras are connected to video monitors at the security desk. The cameras record 24/7 and the recordings are stored in a secured area.

Contraband

Security officers shall confiscate all items that are unlawful to possess, and contact the appropriate law enforcement authorities for prosecution.

Weapons Prohibited

Weapons or any items deemed dangerous or a potential safety threat by security officers are prohibited inside the building. However, on-duty law enforcement officers, with valid agency photograph identification, may enter the building with a handgun.

This section does not apply to peace officers responding to a building emergency involving violence or the threat of violence.

Entrance/Exit

Everyone entering or exiting the building must do so through the north vestibule except for authorized deliveries or pick-ups at the loading dock or when an emergency situation exists. Everyone entering the building must pass through the security-screening area located in the north vestibule, and their bags, purses, briefcases, boxes, and packages must be x-rayed. Anyone refusing to allow an inspection will be denied access to the building.

Court personnel may bypass security screening if they show their ID badge to a security officer, and may enter the building through the door located adjacent to the loading dock at such times as authorized by the state court administrator.

ID Badges

For security purposes, ID badges programmed with access codes will be issued to every one working in the judicial building. Everyone receiving a badge must sign a receipt for it and agree in writing that the cost of any replacement badge is to be automatically deducted from payroll.

Badges must be worn in the building at all times, either on a chain around the neck, or attached by clip to the outer most garment where it may easily be seen by the security staff and other court personnel.

Sharing a badge with another person is prohibited. Court security has authority to confiscate the badges of anyone who use the badge of another or anyone who shares his or her badge with another person.

Court personnel who have lost or forgotten their ID badge must be screened, sign-in at the security desk, and turn in their driver's license in exchange for a temporary ID badge. The temporary badge must be turned into the security desk at the end of the day at which time the person's driver's license will be returned to them. The fee for replacing an ID badge is \$50.

Restricted Areas: Garage, Computer Room, Security Desk and Room, Clerks' File Rooms, and Mechanical and Electrical Rooms

Access to the parking garage, computer room, security desk and room, clerks' file rooms, and mechanical and electrical rooms, is restricted: only authorized personnel are allowed in these areas. Others are allowed in the garage only if accompanied by an authorized person or when an emergency situation exists.

Mail and Deliveries

General Services will provide mail service to the building. A designated employee of General Services will be allowed access to the mailroom located adjacent to the vestibule for the sole purpose of delivering and picking up mail. General Services will sort the mail. Each office group will be responsible for retrieving its mail from the mailroom, circulating it to recipients, and depositing out-going mail in the mailroom.

Most day-to-day deliveries such as Fed Ex, appellate briefs and appendixes, and UPS must proceed through the main entrance and the security screening system. If a package cannot be screened right away, it is to be temporarily stored in room #120 until it can be screened. A security officer will contact the recipient of the delivery who is responsible for signing for the delivery or escorting the delivery person to and from the appropriate reception area.

Loads over 30 pounds are not allowed in the rotunda except under the supervision of the facilities director. Carts, dollies, and other equipment used for transporting loads in the rotunda and public corridors must have inflatable rubber wheels and be approved by the facilities director. Luggage racks with small loads are allowed.

If the loading dock is required for a delivery, the delivery service must contact the security desk and arrange for access to the loading dock.

Visitors in the Secure Zone

Visitors who wish to enter the secure zone of the building for official business or to visit court personnel must check in at the appropriate reception area. The receptionist shall contact the person who the visitor has come to see. Court personnel must ensure that their visitors are escorted at all times by someone who works in the building, comply with security and building policies, and do not disrupt court business.

Anyone who observes a person in the secure zone or attempting to enter the secured zone without an ID badge or an escort shall notify court security. A security officer will respond and evaluate the situation.

Conference Rooms in the Secure Zone

Any meetings involving visitors must be held, as much as possible, in the conference center. However, if a meeting involving visitors is a regular business meeting of an office housed in the building (for example, a budget meeting involving the director of finance and personnel and the district fiscal officers or the district court administrators, or a meeting of the ethics board) and a room in the conference center is not available, the meeting may be held in the secure zone. Court personnel responsible for the meeting must ensure that their visitors adhere to visitor policies. Court personnel should provide visitors with advance notice of the building policies and procedures.

D. Health, Safety, and Sanitation

Food and Drink

Kitchenettes, and in some areas coffee bars, are located on each floor of the building and are intended for the use and convenience of the people working in the building. Each kitchenette is equipped with storage cupboards, sink, and appliances such as refrigerators, garbage disposals, and microwaves. The second floor kitchen adjacent to the atrium is equipped with a commercial grade coffee maker.

Coffee makers, electric teapots, and toasters are allowed, but these must be located and used in the kitchenettes. Individual microwaves and refrigerators are not allowed. Bottled water service is allowed, but equipment and bottles must be stored in the kitchenettes.

Everyone must assist in good housekeeping and must exercise care in handling beverages and food. Food preparation, storage and disposal shall be confined to the kitchenettes to help prevent the infestation of insects, rodents, and other pests. Food may be stored in offices or workstations during the workday, but any food kept overnight must be stored in the kitchenettes, either in a refrigerator or in a rigid container with a tight lid. For example, packages of crackers, cookies, or chips must be stored in a rigid container with a tight lid.

Everyone must assist in maintaining kitchenettes and appliances in a safe and sanitary manner. To prevent drain clogs, coffee grounds, food, and other solid substances must not be dumped in a sink. Some kitchenettes are equipped with garbage disposals, which must be used as directed.

All garbage must be placed in garbage cans located in the kitchenettes. Wet garbage such as partially full soda pop cans or soup, must not be placed in garbage cans unless the liquid has been completely drained.

Tables and chairs are located in the light court and vending area, as well as in some of the kitchenettes, for use by court personnel during their breaks. Food and drink may be consumed in the light court, vending area, private offices, workstations, or conference rooms, so long as all garbage and trash is cleaned up and properly disposed of in the kitchenettes.

Smoking

Pursuant to state law smoking is prohibited inside the building and on the grounds. In addition, it is the policy of the judicial branch that all tobacco products are prohibited in the building and on the grounds.

Personal Space Heaters and Fans

The use of personal space heaters is not permitted because they create a risk of fire, add to electrical consumption, and interfere with the efficient operation of the HVAC system. Fans may be used so long as they are pre-approved by the facilities director.

Open Flames and Incendiary Devices

Flammable fluids, incendiary devices, and open flames including burning candles and incense are prohibited.

Hallways, Corridors, and Stairwells

Hallways, corridors, and stairwells shall be free and clear of obstructions at all times. There shall be no placement of furniture, shelves, bookcases, files, boxes, etc. in the hallways, corridors, and stairwells.

Plants

Indoor plants are allowed in workspaces and private offices; however, precautions must be taken to prevent water damage to windowsills, furniture and carpet.

E. Parking**Garage**

Only justices, judges, and certain employees authorized by the state court administrator are allowed to park their vehicles in the building garage. To ensure the integrity of building security, authorized personnel shall not allow others to use their parking space. A violation of this rule will result in the indefinite suspension of a person's access to the garage.

Parking Lots

The visitor lot and employee lot adjacent to the building site are under the supervision and control of the department of general services.

F. Solicitations**Prohibited Activities**

Solicitation, whether on-site or through the establishment of an on-going delivery service, is prohibited. "Solicitation" is any activity that may be considered or reasonably interpreted as being for the advertisement, promotion, sale, bartering or transfer of products, or services, or for the participation in a commercial venture of any kind. The distribution or posting of handbills, leaflets, circulars, advertising or other printed materials for the purposes mentioned previously is construed as solicitation.

Permissible Activities

Charitable campaigns and activities such as blood drives and the state One Gift campaign are permissible. Court personnel may post notices such as those announcing the sale of personal property, garage sales, or fundraising activities for charitable organizations, on a bulletin board located on each floor provided notices.

G. Emergencies**Emergency Plan Overview**

All directors/managers/supervisors are responsible for making sure their employees are briefed once every quarter to familiarize themselves with this plan. Primary and alternate floor monitors will be assigned by the managers/supervisors for their departments, sections or office. They will be reported to the facilities manager or the designated person responsible for maintaining this plan. Annual training for floor monitors will be given on this plan and fire extinguisher operation training. This training is mandatory.

The fire alarm will be used to sound the alarm for emergency evacuation for any reason.

When the building is evacuated for any reason, fire, bomb or other threat, employees must follow directions of the floor monitors, security officers and other officials at the scene. Use the emergency stairways — not

the elevators. Court personnel must proceed quickly to their assigned gathering points, and check in with the appropriate monitor. Check with your individual floor monitors for additional details.

Emergency Drills

Emergency drills will be conducted quarterly. Participation in the drills is mandatory. Directors, managers, and supervisors are ultimately responsible for ensuring the full participation of their staff in emergency drills.

911

If you inadvertently dial 911, stay on the line, and indicate to the operator that you misdialled. If you have already hung up, redial from the same phone and tell the operator of your misdial, and there is no emergency. Then promptly notify a security officer of the mistake.

Always contact court security at 5-8092 for every emergency. Security officers are on hand from 7 a.m. to 5 p.m. during workdays. After hours, security may be reached at 1-5608.

Fire Emergencies

If you discover a fire (or other emergency):

- Contact security at 5-8092.
- Call 911 and provide the following information: (1) Identify yourself, the location of the fire or other emergency (Judicial Branch Building, 1111 E. Court Avenue, floor, and directions) and closest room number if possible; (2) Follow the instructions given by the 911 operator; (3) If possible, have another person notify at the same time (or you after notifying 911) the security desk, identify yourself and the location of the emergency, and provide the instructions given to you by the 911 operator;
- Use a fire extinguisher only if you have been trained to do so.
- Leave building immediately – using stairway exits only.
- Proceed to assigned assembly area. The fire department personnel may modify evacuation procedures, in the event of a fire, depending on the situation. When requested, follow the directions of the fire department, or other emergency response authority.

Tornado Procedures

In the event of a tornado warning, everyone in the building shall proceed to the designated following safety areas in the ground floor of the building: hallway 006 and lobby 009 (public); hallway 015, lobby 016, ICIS workroom 038, and the far west end of the parking garage.

Emergency Building Evacuation Procedures

Normally a call for building evacuation will be signaled by the fire alarm. A floor plan is posted in the corridor of each wing of each floor of the building. When leaving the building, move quickly to your designated assembly area. Keep clear of emergency vehicles, equipment and personnel. The sponsor of any meeting or activity, which is hosting people from outside the building, will be responsible for the orderly evacuation and accountability of those people. Meeting participants should be informed of emergency procedures and should be briefed before each meeting on those procedures. Any other department or division who has part-time, temporary or contract personnel will brief and maintain an up-to-date list of these people.

When the fire alarm sounds:

- Walk to the nearest available stairwell exit. Do not use an elevator. Once in the stairwell, employees should proceed immediately to the predetermined outside designated assembly area, at least 300 feet away from the building.
- Any disabled persons who require assistance should be guided to a designated location on each floor to await evacuation by the fire department or assigned personnel. The facilities director has a list of people with disabilities in the event of an emergency in the building. It is the responsibility of each division to advise the facilities director of any new hire with a disability that would require special assistance in the event of an emergency evacuation. It is the responsibility of the floor monitors to ensure that people with disabilities are told to go to the lobby of each floor for evacuation. The floor monitors shall notify the security officers of these people.
- Employees must remain in their designated assembly area until the floor monitor indicates it is safe to return to the building or provides other instructions.

Floor Monitors

Floor monitors will ensure that: (1) The entire area of responsibility is cleared of personnel including restrooms, storerooms, conference room, etc.; (2) Equipment such as computers, copiers, fax machines, fans, etc. should be turned off, if possible; (3) All doors are closed upon exiting; (4) An accurate accounting of all employees is made at the assembly area; and (5) Report any person not accounted for to emergency personnel.